

OFFICIAL COURT REPORTER

◆ THE POSITION

The basic duty of an official court reporter is to attend and record verbatim by Computer Assisted Technology (CAT) court sessions or other proceedings as are specified by statute, rule, or order of the court. A court reporter will also transcribe promptly those proceedings when requested by any party who has agreed to pay the fees established by the Judicial Conference, or any and all proceedings as a judge or the court may direct. It is also the duty of a court reporter to transcribe or provide an electronic sound recording to the court without charge of all arraignments, pleas, and proceedings in connection with the imposition of sentences in criminal cases. It is anticipated that this position will commence upon selection.

◆ QUALIFICATIONS

To be eligible for this position, candidates must:

- ▶ Have at least four years of prime stenographic CAT court reporting experience and RPR or equivalent State CSR.
- ▶ Have access to CAT transcription equipment (production of required transcripts by CAT technology is required).
- ▶ Provide realtime reporting technologies and equipment for all court proceedings.

Preference will be given to those applicants with a NCRA Certificate of Merit and CRR or FCRR Certificate.

◆ SALARY RANGE

Starting salary \$62,056 - \$74,466, depending upon the personal qualifications of the successful applicant.

◆ HOW TO APPLY

Qualified candidates are invited to submit to the address below a letter of interest, together with a chronological resume, three references who may be contacted by the court, and proof of qualification. The Clerk of Court may also conduct a background investigation prior to the selection of the successful candidate. Participation in the interview process will be at the candidate's own expense. The court provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Official Court Reporter Position

Office of the Clerk
Human Resources Division
United States District Court
740 United States Courthouse
1000 SW Third Avenue
Portland, Oregon 97204

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply; however, court employees are entitled to the same benefits as other federal government employees.
- Duty station assignments are the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).
- Pursuant to the Immigration Reform Act of 1986, federal government employees must be citizens of the United States or citizens of countries with whom the United States has treaty relations, as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for first-time appointment to a position in the District of Oregon, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.
- Relocation expenses will not be provided.

U.S. DISTRICT COURT DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District’s geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the State of Oregon.

The District Court consists of six District Judges; five Senior District Judges; six Magistrate Judges; one part-time Magistrate Judge; the Office of the Clerk of Court; the U.S. Probation Office; the U.S. Pretrial Services Office; and the U.S. Public Defender’s Office.

The headquarters for the Court are located in Portland. Staffed divisional offices are located in Portland, Eugene, and Medford.

The Clerk’s Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of 61 deputy clerks. The Clerk’s Office is responsible for a wide variety of administrative functions including: case administration; courtroom and juror services; record management; appeals processing; human resources and development; budgetary and financial operations; space and facilities management; information technology; and property and procurement.

**The United States District Court
is an Equal Opportunity Employer**

UNITED STATES DISTRICT COURT DISTRICT OF OREGON



CAREER OPPORTUNITY

OFFICIAL COURT REPORTER Portland, Oregon

October 2, 2003